



TUCSON POLICE DEPARTMENT

DIVISION MANUAL

*Ready to Protect,
Proud to Serve*

SPECIAL INVESTIGATIONS DIVISION

Tucson Police Department
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SPECIAL INVESTIGATIONS DIVISION

POLICY AND PROCEDURES MANUAL

**~ CONFIDENTIAL ~
FOR LAW ENFORCEMENT PERSONNEL ONLY**



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TUCSON POLICE DEPARTMENT
SPECIAL INVESTIGATIONS DIVISION
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1.0 INTRODUCTION

The purpose of this manual is to clarify the organization and operation of the Special Investigations Division of the Tucson Police Department. Although it is intended to provide parameters for acceptable performance, no rules or policies can be established to embrace all situations. Employee discretion is necessary; however, deviations from these guidelines must be fully supported by need and circumstances.

SID personnel shall familiarize themselves with the contents of this manual and conduct their professional duties in accordance with these and department guidelines unless an alternate course of action is required by considerations of officer safety or approved by a supervisor.

All previously issued SID rules, policies, and procedures that are in conflict with the contents of this manual are hereby revoked. This manual shall not supersede City or Departmental Directives, Department General Orders, local, state or federal laws and ordinances.

This document will be revised and updated in July of each year.

2.0 ORGANIZATION OF THE SPECIAL INVESTIGATIONS DIVISION

2.1 Special Investigations Division Authorized Personnel

- A. Command
 - 1 Captain
 - 2 Lieutenants
 - 1 Secretary
- B. Organized Crime Unit
 - 1 Sergeant
 - 6 Detectives
 - 1 Crime Analyst
- C. Home Invasion Unit
 - 1 Sergeant
 - 6 Detectives
 - 1 Crime Analyst
- D. Street Crimes Interdiction Unit
 - 1 Sergeant
 - 5 Officers
 - 1 Detective
- E. Gang Investigations Unit
 - 1 Sergeant
 - 7 Detectives
 - 1 Clerk Transcriptionist
 - 1 Crime Analyst
- F. Gang Tactical Unit (G-TAC)
 - 2 Sergeants
 - 10 Officers

3.0 DIVISION MEMBER RESPONSIBILITIES

3.01 Captain

- A. The Division Commander will be the rank of Captain and is responsible to the Assistant Chief of the Investigative Services Bureau for the Division's activities.
 - 1. The Division Commander's primary duties include maintaining a liaison with other bureaus, divisions and criminal justice agencies; remaining abreast of current issues, monitoring customer response to services rendered, and keeping his/her superiors advised of issues which are of concern to the Department or City of Tucson.
 - a. To accomplish these goals, the Division Commander must establish networking contacts throughout the law enforcement community.
 - b. Efforts should be made to meet with civic leaders, other law enforcement agencies in surrounding jurisdictions, prosecutors, judges and emergency service personnel to maintain contacts, which will assist the Department in achieving its assigned goals.

3.02 Lieutenant

- A. Administrative Responsibilities.
 - 1. Plans the direction and activities of the Division within the guidelines provided by the Special Investigations Division Commander and the Chief of Police.
 - 2. Develops and establishes Division procedures and policy and reviews them in July of each year.
 - 3. Ensures all leave in Telestaff is reviewed, approved and tracked.
- B. Investigative Responsibilities
- C. Reports significant trends and potential problems to command staff.
 - Works with affected personnel and units in the development of tactical and strategic plans.
- D. Remains informed of Division investigations. Informs the chain-of command of the status of sensitive investigations.
- E. Fiscal Responsibilities
 - 1. Prepares the Division's fiscal budget.
 - 2. Reviews, approves, and maintains complete accounting records of all investigative cash fund transactions:
 - a. SID Confidential Fund.
 - 1. Weekly Expenditure Report.
 - 2. Weekly Reconciliation Report.
 - 3. Imprest Cash Disbursement Report.
 - b. SID Monetary Flash Funds.
 - 1. Flash Fund Activity Log.
 - 2. Flash Fund Transaction Record.
 - c. Special Investigative Funds.
 - 1. Special Weekly Expenditure Report.
 - 2. Special Periodic Reconciliation Report.
 - 3. Imprest Cash Disbursement Report.

4. Reviews and approves expenses charged to the Division's undercover credit cards; approves vehicle repair expenses.
5. Obtains prior approval for the following expenses:
 - a. Equipment maintenance more than \$1000.00.
 - b. Investigative fund expenses (other than evidence or information purchases) more than \$500.00.
 - c. Evidence purchases (i.e. buy/walk situations) more than \$1500.00.
 - d. Information purchases (i.e. CI payments) more than \$500.00.

3.02 Sergeant

Sergeants are responsible for the following:

- A. Administrative Duties:
 1. Assists the SID Commander and serves as Acting SID Commander in the Lieutenant's absence.
 2. Attends assigned meetings as representative of the Division.
 3. Reports on the activity of the Unit using other reports as sources:
 - a. Personnel Performance Record
 - b. Case Status Sheets.
 - c. Work Analysis Logs.
 - d. Weekly Expenditure Reports.
 - e. Special Weekly Expenditure Reports.
 4. Ensures that TeleStaff is updated daily and all leave is tracked.
 5. Reviews, copies, distributes, and files incoming paperwork.
 6. Responsible for Command and Information Directives and other law enforcement publications and Criminal Codes.
 7. Keeps abreast of current information on people, groups and trends of interest to the Division, serving as an information resource to the Department.
 8. Arranges for the Division to assist other agencies or departmental units with personnel and information.
 9. Evaluates and/or acts on information from department and other agencies or individuals.
 10. Supervises subordinates use of informants.
 11. Coordinates and supervises Division participation in multi-agency investigations.
 12. Coordinates and supervises the Division's participation in dignitary security details with other agencies and/or departmental units (i.e., Secret Service, Traffic, Patrol, etc.)
 13. Develops and maintains Operational Plans and After action Reports.
 14. Conducts regular audits and inspections of vehicles, equipment, workstations and personnel.
 15. Every detective, officer, analyst and S.I.D. support person will understand Federal Guideline 28 CFR, Part 23 (<http://www.iir.com/28cfr/guideline.htm>).

- B. Supervisory Duties.
 - 1. Plans and directs the operation of Division personnel in:
 - a. Buy/Bust situations.
 - b. Search Warrants.
 - c. Surveillance.
 - d. Other tactical functions.
 - e. Dignitary security.
 - f. Investigations.
 - 2. Provides information, assistance and training to Division personnel.
- C. Directs the efforts of assigned personnel to achieve Division objectives.

3.03 Detectives/Officers

SID Detectives/Officers are responsible for the following:

- A. Administrative Duties (for traditional undercover personnel)
 - 1. Prepares, maintains, and/or submits the following administrative reports:
 - a. Work analysis Log (see Appendix 3.30-1). This report is due on the Monday following the end of the week (Sunday through Saturday).
 - b. SID Activity Resume (see Appendix 3.30-2). This report is completed when a significant development arises in an assigned case or assignment (i.e., assignment completed, arrest, seizure, etc.).
 - c. Confidential Informant Package/Paperwork. See Operations Pamphlet #2 Confidential Informants and 7.06 of this manual
 - d. Weekly Expenditure Report. See Division 4.02-2, Confidential Investigative Fund.1
 - e. Special Weekly Expenditure Report. See Division 4.02.03, Special Imprest Cash Account.
 - f. Credit card statement. See Division 4.04, Credit Cards.
 - g. Submits all leave and overtime requests in Telestaff.
 - 2. Properly handles, uses and cares for SID equipment and/or property issued to them. Shall receive SID equipment sign in/sign out form. All items shall be checked upon entering and upon leaving the Division. Upon leaving the Division each of these items shall be returned to the appropriate supervisor or Division Commander.
 - a. HIDTA Identification Card
 - b. SID Policy Manual
 - c. Vehicle
 - d. U/C Driver's License
 - e. U/C Credit Card
 - f. SID Radio and Charger
 - g. Other Assigned Division Equipment
- B. Investigative Duties
 - 1. Properly investigates all cases assigned to them, apprehends offenders, collects evidence, recovers property, prepares cases for prosecution and works with personnel assigned to the forfeiture

function reference RICO issues. Duties include, but are not limited to, the following:

- a. Operating as case agent.
 - b. Developing, using and maintaining informants or sources of information.
 - c. Maintaining a detailed Case Status Sheet when required by the unit supervisor.
 - d. Assuming an undercover role as necessary.
 - e. Performing surveillance/stakeouts as needed.
 - f. Using specialized surveillance equipment as needed.
 - g. Obtaining and serving arrest and search warrants, seizure warrants, Demand Letters, Mail Covers, etc.
 - h. Other appropriate assignments and duties as directed by the supervisors and commanders of the Division.
2. Gathers, evaluates, maintains, and disseminates timely intelligence information (**in compliance with SID Intelligence File Guidelines which can be found on the common drive**) detailing significant trends, problem areas and possible solutions.
 3. Instructs other officers in their particular area of responsibility (i.e., Vice/UC, organized crime, hate crime, etc.)

3.05 Crime Analyst {CALEA 15.1}

- A. Develops and maintains manual and computerized records systems that are applicable to various types of investigations.
 1. Maintains files on the following:
 - a. General Intelligence Reports
 - b. Researched Data.
 - c. RMIN information
 - d. LEIU files (LEIU Department Representative and duties)
 - e. Special Investigations Division intelligence files
 - f. Special Investigations Division reference files
 - g. CARNAC Department System Security Officer and duties (HIDTA personnel)
 - h. Department CI files
 2. Maintains backup files of all automated intelligence files.
 3. Maintains automated and manual intelligence files per department and Division intelligence guidelines.
- B. Reviews and Indexes Incoming Reports.
 1. Identifies significant information in the reports.
 2. Relates current information to investigators and supervisors, identifying patterns and subjects that appear repeatedly.
- C. Provides Research and Analytical Support to the Division.
 1. Analyzes conspiracy investigations.
 - a. Handles telephone tolls, pen registers and assists on wiretaps. Makes searches by different criteria: subscriber, chronological, address, number of calls to one number with

- date and time and third party calls; presents data to show trends and patterns.
 - b. Identifies roles in conspiracy. Reads surveillance supplements and reviews taped conversations.
 - 2. Researches Criminal, Financial and Public Records, and other sources available.
 - 3. Produces relevant crime mapping
 - 4. Investigative support for Detectives
 - 5. Maintains commercial databases (i.e. PenLink, Accurint, etc)
- D. Presents Information.
 - 1. Describes activity in the cases by writing narrative reports, drawing graphs, designing charts, producing printouts, and organizing data.
 - 2. Produces computer printouts from automated files.
- E. Prepares statistical reports on specific criminal activity.
 - 1. Gang activity report completed quarterly
- F. Attends job-related courses and workshops.
- G. Informs Division of changes in sources of information and gives periodic training on computer access and sources of information.
- H. Maintains contact with other law enforcement intelligence unit personnel.
- I. Establishes/maintains work procedures for analyst position.
- J. Other duties as assigned by the SID Commander.

3.06 Clerical Support

Responsibilities of SID clerical support personnel include:

- A. Answers the Division telephone, screens calls and visitors.
- B. Transcribes and types supplements and statements. Provides copies of reports to Criminal Analysts on specifically requested investigations.
- C. Distributes incoming and outgoing mail for the Division
- D. Copies Paperwork.
- E. Stocks and orders forms and supplies, maintaining an adequate supply for the Division personnel.
- F. Maintains backup of necessary computerized reports, files, etc., on regular basis.
- G. Enters data into computer database.
- H. Edits all work submitted for typing in order to assure that reports generated contain proper grammar, punctuation, and spelling; composes some correspondence.
- I. Attends work-related seminars and training schools.
- J. Assists in design, prepares, modifies and maintains forms used by Division personnel.
- K. Maintains confidentiality, exercises good judgment and initiative.
- L. Maintains all departmental manuals, including City Administrative Directives and City Codes.
- M. Ensures that unit rosters are completed and forwarded to Payroll.

- N. Maintains SID issued car list
- O. Maintains and updates SID phone list
- P. Attends monthly meetings as required

4.0 ADMINISTRATION PROCEDURES

4.01 General Office Procedures

- A. Office Security - SID personnel shall be responsible for the security of all investigative, intelligence, or evidentiary material contained in the office. Such material shall not be left out or unsecured in their presence. SID members shall consider the operations and official business of the Division to be confidential.
- B. SID Bulletins - Prior to the distribution of any information or wanted bulletin, it shall be reviewed by a SID Supervisor. The supervisor will indicate his/her approval for distribution by initialing the bulletin.
- C. Briefing Book - SID personnel are responsible for reading all briefing material. In order to facilitate the purging of old material, each member shall initial each entry. Each officer shall also be responsible for reading the daily 6-minute training and completing the appropriate logs to be forwarded to the Training Center.
- D. Utility Checks - Authorized personnel:
 - 1. SID Commander.
 - 2. SID Sergeants.
 - 3. SID Detectives/Officers approved by a SID supervisor.
 - 4. SID Criminal Analysts.
- E. SID Internal Computers - Shall not be used without appropriate training.
- F. SID Cellular Telephones – SID Cell Phones are issued to several assigned personnel. These phones are intended for undercover and police use. Assigned SID members are required to remain aware of the allotted number of minutes available to them during the various times of day, etc. Members are not authorized to exceed the number of allowed minutes due to personal phone calls. Members may be required to provide reimbursement for extra minutes resulting from personal phone calls.

4.02 Investigative Funds

4.02.1 Flash Fund

The Flash Fund consists of thirteen thousand five hundred dollars (\$13,500). The Custodian of the fund is the SID Commander. Alternate Custodians are the SID Supervisors. The Flash Fund is used in undercover operations that involve showing a sum of money in order to facilitate the investigation. The Flash Fund is **NOT** established to purchase evidence services, or specific information, but only to convey the intention to do

so. The Fund shall be reconciled on a monthly basis by the Street Crimes Section Commander and a Sergeant as a witness.

- A. The flash fund shall be kept in the Division's safe.
- B. Serial numbers of bills shall be recorded (in a permanent log) to help in tracing and recovering lost, stolen or missing currency, and to ensure that the flash fund is the same in all respects for evidentiary purposes.
- C. A SID Supervisor must authorize the use of flash fund monies AND ensure that the SID **Flash Fund Activity Log** and **Flash Fund Transaction Record** are completed. The recipient of the funds signs the flash fund transaction record at the time the money is received.
- D. **A Supervisor must be present at the time of the flash.** This supervisor is responsible for establishing appropriate safeguards when using flash fund monies. Security precautions include but are not limited to the following:
 - 1. Prohibit transferring custody of flash funds to other officers/units without first returning it to the Custodian and requiring the next recipient to present a new Flash Fund Transaction Record.
 - 2. Minimize the time between notifying the suspect of the flash and the actual show. Restrict the number of suspects who will view the money. This procedure reduces the suspect's opportunity to plan a robbery.
 - 3. Transport flash funds in a briefcase or similar container that hampers theft.
 - 4. A law enforcement officer (not a confidential informant) must conduct the flash. Suspects should not be allowed to remove funds from the viewing area.
 - 5. Provide sufficient staffing, firepower, and equipment (including chase vehicles) during the flash operation.
- E. Upon completion of the flash operation, the flash funds shall be returned to the SID flash fund custodian or alternate custodian. The custodian shall verify that the amount and serial numbers of the returned bills match those that were disbursed. Any discrepancy must be immediately reported to the chain-of-command who will decide on the appropriate actions to be taken.

4.02.2 Special Imprest Cash Fund

The purpose of a special imprest cash account is to provide a funding source for a specific investigation. Examples include but are not limited to racketeering cases such as money laundering, gambling and narcotics. To establish a new account, the SID Commander will contact the Budget Section supervisor and provide the necessary justification and documentation. The Custodians are the SID Commanders. Alternate Custodians are the SID Supervisors. The custodians are responsible for the appropriate disbursement and reconciliation of fund monies. Special Fund monies shall be kept in the Division's safe when not in use.

- A. Funds will be issued on a duplicate receipt. Both the custodian and the recipient shall sign the receipt. The custodian shall retain the original. One

copy shall be given to the member to be attached to the **Special Weekly Expenditure Report** (Appendix 7.24-1).

- B. The custodian/alternate custodian shall not issue money to him or herself. When the custodian or one of the alternate custodians needs a draw, one of the other custodians shall disburse the money and prepare the receipt.
- C. Officers receiving draws from the Special Imprest Account shall submit a special weekly expenditure report to their supervisor listing expenditures for the previous week (Sunday through Saturday). These reports are due on the following Monday. All officers shall complete these reports even if they have not expended any money during the week. Each expenditure shall be listed separately by date with an explanation of the purpose, location, partner, and amount. Receipts shall be attached (when available). The officer shall sign the report certifying its accuracy.
- D. SID Supervisors are responsible for reviewing, evaluating, and approving (or denying) the officer's expenditures.
- E. A case number will be used to document all expenditures submitted on the Special Weekly Expenditure report. Permissible categories include authorized out-of-pocket expenditures, special investigative needs, and informer fees (See Administrative Procedure 5961 D., Allowable Expenditures).
- F. A periodic reconciliation report will be prepared by a custodian/alternate custodian and submitted to the SID Commander for approval. The frequency that these reports will be completed is dependent upon the investigation circumstances but shall not be longer than monthly.
- G. Retention of records. In compliance with the City of Tucson Records Retention and Disposition Schedule and a recommendation from the Audit Division, the SID shall retain the Special Weekly Expenditure Report for four years.

4.02.3 SID Undercover Telecommunications/Postal Services Fund

The purpose of this fund is to provide a source for payment of certain undercover telecommunications and postal services. At this time, the funds are specifically earmarked for undercover cellular telephone accounts, undercover phone lines, - and one post office box. All of these services have been determined to be necessary for immediate and day-to-day use by members of the Division. A credit card account is maintained for the purpose of paying for authorized telecommunications related services. The fund custodian is the SID commander and the alternate custodian is the Home Invasion Supervisor. This fund is not intended to be used for additional special telecommunications and postal services that may be required during a specific investigation. Payment for those services should be made from the Confidential Investigative Fund or through a Special Imprest Cash Account.

The Telecommunications Credit card Account will be handled in the same manner as all other SID credit card accounts (See 4.04). This credit card shall remain unique to the Telecommunications

account and shall maintain the current credit limit of \$10,000.00 with a daily expenditure limit of \$1,500.00.

4.03 Vehicles

SID members shall comply with City Administrative Directive 6.01-7 24-Hour Vehicle Assignments and Tucson Police General Orders concerning Department Vehicles and Equipment.

- A. SID members are responsible for the security of City vehicles assigned to them. SID members shall provide off-street, overnight parking for the City vehicle at their home.
- B. SID members shall not drive the City vehicle for personal use. Except when conducting official City business, members shall not transport non-City employees in the City vehicle.
- C. SID members shall keep the City vehicle clean and serviced as necessary. The member shall check all fluid levels, tire pressure, and use self-service gas facilities to keep fuel costs at a minimum.
- D. Vehicles requiring repairs/maintenance (i.e., broken windshields, dents, etc.) shall be attended to as soon as possible. Repairs/maintenance in excess of \$200 require the prior notification and authorization of the SID Lieutenant. Gas usage, maintenance, and mileage for each vehicle shall be recorded on a SID Vehicle Log (Appendix 7.30-1). The purpose of this log is to facilitate a periodic reconciliation of expenditures.
- E. SID Supervisors shall inspect their subordinates' vehicles on a monthly basis for maintenance records and vehicle conditions.
- F. SID Leased vehicles shall not be used to stop, impede, or block the movement of any suspect vehicle unless the officer is using Deadly Force and in compliance with General Order 2040.

4.04 Credit Cards

SID personnel shall be authorized the use of a departmental credit card. These cards may be issued in the undercover name of the officer who is authorized to use it. Each officer is responsible for the proper care and use of his/her issued card. The purpose of the credit card is to cover expenses associated with investigative operations and maintenance of undercover police vehicles. Expenses over \$200.00 must receive the prior approval of an SID commander. SID personnel shall comply with Administrative Directive 5903, Use of Credit Cards by Police Personnel.

- A. Procedure:
 - 1. When a card is required, the SID Secretary will notify the Budget Section of the need and provide the name to be used. The Budget Section will coordinate the application process with the Finance Department's Accounting Division. The SID Secretary shall

maintain a complete list (name, number, etc.) of all cards issued to Division personnel.

2. When the card is received, an SID Secretary shall issue it to the officer, and ensure that the officer understands the conditions under which the card may be used as well as the penalties for misuse.
3. Each month the Budget Section receives and forwards the statements to the SID Secretary.
4. Officers/Detectives shall submit a weekly expenditure report to their supervisor listing expenditures for the previous week (Sunday through Saturday). All officers/detectives shall complete these reports even if they have not expended any money during the week. Each expenditure shall be listed separately by date with an explanation of the purpose, location, partner, and amount. All receipts resulting from use of the credit card shall be attached to the report. When the credit card is used for vehicle maintenance, record the vehicle number and mileage (at the time of the expenditure) on all receipts. If the receipt is lost the officer is responsible for obtaining a duplicate receipt, or documenting the circumstances via memorandum.
5. Officers/Detectives shall use these receipts to reconcile their statements. After reconciling, the officer/detective shall attach the receipts to the statement and sign it certifying that the statement is accurate. The reconciled statement shall be forwarded to a supervisor for review. If the statement is in order, it shall then be forwarded to the SID commander for final review and approval.
6. In the event that a supervisor or the SID commander refuses to certify a particular expense, the receipt shall be attached to a separate memorandum that explains the problem. The SID commander shall review the incident and make a decision regarding the necessity of a Personnel Investigation. The ISB commander shall make this determination if the incident pertains to the SID commander.
7. The SID commander will ensure that statements and receipts are forwarded to the SID Secretary within five (5) days of the original distribution.
8. Upon reassignment, an officer shall turn his/her card in to the SID commander. The card shall be forwarded to the Budget Section for cancellation.

B. Spare SID Credit Cards.

1. SID currently maintains three (3) extra cards. These extra cards are kept locked up when not in use.
2. The use of these cards requires the prior approval of an SID supervisor. When the card is issued, the SID supervisor shall ensure that the officer understands the conditions under which the card may be used as well as the penalties for misuse. The above listed procedure shall be adhered to. The officer shall retain receipts documenting card use until the appropriate statement has been reconciled.

- C. Loss of Credit Card.
 - 1. In the event that a SID member loses his/her card it shall be reported immediately to a SID supervisor.
 - 2. The SID supervisor shall immediately inform the Budget Section and the SID commander of the loss.
 - 3. The appropriate investigation and reports shall be immediately initiated. SID supervisors shall include a recommendation regarding the replacement of the card.

4.05 Overtime Policy

It is recognized that the nature of the work performed by members of this Division will periodically necessitate the use of overtime. It is the policy of this Division that all overtime will be authorized by a supervisor and that all reasonable efforts will be made by employees to minimize the amount of overtime.

The provisions of the current City of Tucson/Tucson Police Officers Association agreement concerning Hours of Work (article 12), Overtime (article 13), and Call-out (article 18) are specifically referenced here and will be reasonably applied to work conducted in this Division.

All overtime shall be updated in Telestaff before 10:30 the next duty day or as soon as possible.

The Division commander shall ensure that criminal investigations that are funded by Anti-racketeering Funds shall designate a portion of the funding to cover anticipated overtime expenditures.

Overtime will generally fall into one of the following three categories:

- A. Work that must be completed: This refers to duties that, by their very nature, must be addressed immediately and the person who will do the work must be held over, forced to return to work prior to the next day's shift, or (infrequently) called in early to accomplish the work. This will be work that is directly related to the police mission and shall require prior approval from a supervisor.
- B. Call-out: This refers to requests for assistance, generally from outside the Division, wherein the specialty training of Division members will meet the immediate demands to 1) start or continue a criminal investigation, 2) gather evidence or prevent its loss, and/or 3) ensure that perpetrators are quickly identified and arrested. This work shall require prior approval from a supervisor.
- C. Court: This refers to employees' mandated attendance at judicial proceedings that result from the performance of police functions. When employees have advance notice of their court requirements, they will reasonably adjust their hours to reduce or, if possible, eliminate the payment of overtime for their attendance in court.

4.06 Undercover Credentials and License Plates

All commissioned personnel assigned to “traditional” undercover assignments that have approval for undercover credentials shall provide their supervisor and the SID secretary a copy of the credentials, which includes a driver’s license and social security card. The SID secretary will be the Tucson Police Department custodian of all documents necessary to obtain undercover credentials. The SID secretary will retain all undercover social security cards. All commissioned personnel with undercover credentials will sign a memorandum stipulating that upon reassignment from an undercover assignment, the undercover credentials will be returned to the SID secretary. Failure to do so will result in discipline. Bogus identification that is not authorized by SID command is not to be in the possession of any undercover commissioned personnel.

All fictitious license plates shall be kept in the custody of the Intelligence Unit supervisor. Any commissioned member that may have an investigative need to use vehicle license plates other than those issued to the SID undercover vehicle shall first provide a SID supervisor or commander with the license plate state and number. This practice shall be limited to actual investigative need, and duration of use is limited within the requirements of the investigation. No other use of fictitious license plates is authorized. No SID personnel shall possess a license plate or vehicle registration that is not recorded by a SID supervisor or commander.

Only authorized, City of Tucson, leased or owned, unmarked undercover vehicles shall be used for undercover investigations. A SID supervisor or commander shall be informed of the use of any vehicle other than the one assigned to SID personnel, prior to the vehicle being used in any capacity.

4.07 Leave Policy

All members desiring vacation leave or compensatory time shall have prior supervisory approval. Each unit shall be limited to 2 sworn members off per workday, including any members away at training, known Sick Leave, or Industrial Injury Leave. Any deviation from this shall require supervisory approval. Supervisory coverage will also correspond to SID Leave Policy. Any deviation shall require command approval.

4.08 Holiday Policy

The Special Investigations Division does not demand or require that its members work any Holiday, to include each employee’s birthday. The intent of this “*Policy*” is to define the ‘SID *Policy*,’ as well as allow commissioned personnel the opportunity to acquire Compensatory Time (CT) and highlight exceptions to the policy.

If personnel are needed for investigative follow-up, on an observed holiday, “Call-Out procedures” will be initiated and personnel will submit an “Overtime Slip”, which will include their preference for C/T or payment (City of Tucson Administrative Directive [AD] 2.01-2 and Tucson Police Officers Association [TPOA] contract).

SID *policy* is as follows:

- A. Article 14 of the TPOA contract defines the Holidays observed by the City of Tucson (COT) to include the members’ birthday.
- B. City of Tucson-A.D. # 2.01-6 defines the holiday policy of the City of Tucson.

- a. "Compressed Work Week" is a full time work schedule whereby employee works 80 hours in a pay period in less than 10 days of work (i.e., 4-10 and 9-80 schedules)
- b. Since all SID personnel are expected to take 'designated' holidays off, the following will occur:
 - a. *If the holiday falls on a normal scheduled workday the employee will take the holiday day off.*
 - b. *If the holiday falls on an employee's day off the commissioned officer/detective/sergeant will take another day off within the same workweek.*
 - c. *Civilian and 'exempted' employees may take the day off at any time during the pay period, if they work the holiday.*
 - d. *All employees will take their 'birthday' holiday off. Each employee's supervisor will be responsible to see that all employees have the opportunity to take off work for their birthday holiday. The birthday holiday may be taken anytime during the month their birthday falls. If the employee is unable to use their respective birthday holiday, within the month, that employee's benefit of a day off will be lost (any birthday Holiday payment [Extra time] must be approved by the ISB chief).*
 - e. *Any commissioned officer/detective/sergeant may apply to their Chain of Command to work a holiday for "Compensatory Time" in Lieu of Extra time pay. The requesting member must submit a memorandum making the request and it must be approved through the SID Division Commander or his/her designee. The memorandum will be forwarded to Payroll after approval.*
- c. Exceptions to the policy will include the following:
 - a. *SID Division Commander approval. The Commander or his/her designee may approve payment for 'operational' reasons.*
 - b. *Any unplanned, unscheduled event where SID personnel are directed to deploy (e.g., MFF deployments, tactical events, etc.).*
- d. Payroll will pay any Extra time/Holiday benefit via the Division/Divisional roster. If the employee should be compensated and the employee's work schedule was not highlighted on the roster, the employee/supervisor will generate a memorandum indicating the employee should receive 'holiday pay'. The SID command staff will ensure appropriate documents are forwarded to the Payroll supervisor for payment.
- e. All SID personnel are expected to conform to this policy.

4.9 Testing for the Special Investigations Division

Commissioned personnel vying for positions in the Special Investigations Division will be required to take a psychological test designed to reveal the individual's readiness for an undercover assignment. This requirement also includes first line supervisors selected to oversee undercover operations in SID. Once assigned to an undercover position in SID, officers and supervisors will take a psychological test at midpoint, and when they exit

their assignment. Officers competing for an undercover position in SID are not eligible for assignment if they were assigned to any undercover assignment within the last twelve months. However, if the officer is on the "B" list, the SID Commander can evaluate eligibility in six months from the time of their last undercover assignment. The testing process allows direct input from the SID Commander prior to final publication of the list.

4.10 Policy on City and SID Issued Cellular Telephones

See City *Administrative Directive* 1.08-6, the listed directive shall be followed by all members of the Special Investigations Division (SID).

City and SID Issued Cellular Telephones

Administrative Directive 1.08-6 places new demands on City departments on how they issue and control the use of cellular telephones. The Special Investigations Division shall comply with this Administrative Directive.

Members whom have a City or SID issued cellular telephone are responsible for the care of department equipment. All equipment damaged will be reported immediately and accounted for on the unit's property inventory list.

5.0 ORGANIZED CRIME UNIT

5.01 General Responsibilities

The Organized Crime Unit is responsible for the investigation and preparation of cases for prosecution related to Traditional and Non-Traditional Organized Crime, Prison Gangs and other violent persons/groups, Murder for Hire Investigations, Hate Crimes, Ritualistic Crimes, Civil Disturbances, Municipal Employee Investigations, Forfeiture Investigations, Arson and Gun Investigations. The Unit also investigates Domestic and Foreign Terrorism, Threats to Public Officials and provides Threat Assessments for the agency and coordinates Human Trafficking/Smuggling follow-up investigations with the Intelligence Unit. The Organized Crime Unit also coordinates intelligence information and dignitary protection assignments for the agency.

The Unit provides training to police officers to increase their ability to recognize and investigate incidents of traditional and non-traditional organized crime, outlaw motorcycle gangs, hate crime, ritualistic crimes, civil disturbances, and municipal investigations.

5.02 Organized Crime

The Unit conducts investigations on individuals and/or groups that are involved in or are suspected of being involved in organized criminal activity. In order to understand the nature of organized crime and its activities the following definitions are provided:

A. Definitions of Organized Crime.

1. **Pennsylvania Crime Commission** - "The unlawful activity of an association trafficking in illegal goods or services, including but not limited to criminal syndicates, extortion, theft, loan shark activities,

labor racketeering, controlled substances, money laundering, bribery, corruption, gambling, prostitution or other unlawful activities or any continuing criminal or other unlawful practice which has as its objective large economic gain through fraudulent or coercive practices or improper governmental interest."

2. **FBI** - "Any group having some manner of formalized structure and whose primary objective is to obtain money through illegal activities. Such groups maintain their position through the use of violence or threats of violence, corrupt public officials, graft, or extortion and generally have a significant impact on the people in their locales or region or the country as a whole."
3. **ATF** - "Those self-perpetuating, structured, and disciplined associations of individuals or organizations who have combined together for the purpose of obtaining monetary or commercial benefits, or power, wholly or in part by illegal means, utilizing a pattern of corruption, violence and threats of violence to achieve their goals and protect their activities."

B. Traditional Organized Crime Intelligence.

The Unit investigates criminal activity associated with traditional organized crime families commonly referred to as the "La Cosa Nostra" or "Mafia".

C. Non-traditional Organized Crime Intelligence.

The Unit investigates criminal activity associated with non-traditional organized crime groups that are described as ethnic immigrant groups with links to predecessor groups in their country of origin; groups with operations based on gambling and/or drug activities; gang based groups and; free-lance entrepreneur groups involved in racketeering offenses.

5.03 Ritualistic Crimes

The U.S. Supreme Court has recognized Satanism as a valid religion. Because of this, the Unit only investigates incidents of satanic/occult activity if criminal acts are involved or suspected. Examples include but are not limited to criminal damage (graffiti, cemetery and church desecrations), theft (from religious buildings, hospitals, morgues, medical schools, and funeral homes), or ritualistic abuse (physical or sexual), injury, or death (sacrifice) to animals or humans.

5.04 Hate Crime Investigations

The Unit conducts follow-up investigations on all reported hate crime incidents and pursues criminal prosecution of those responsible for such acts. Hate crime incidents are defined as "Any criminal act directed at an individual, group, organization because of race, religion, sexual preference, ethnic/national origin, gender, or disability."

- A. With the approval of the detail supervisor, the assigned Detective shall respond to requests for assistance at the scene of an initial investigation.
- B. The assigned Detective shall use the FBI's Guidelines for second level judgment officers (listed in the FBI's "Training Guidelines for Hate Crime Data Collection") in making a final determination of whether or not a hate

crime occurred.

- C. If a hate crime is confirmed, the assigned Detective shall complete a "Hate Crime Incident Report" and forward it to the Records Section and logged into the Records Management System.
- D. The assigned Detective shall make contact with victim(s) of hate crimes within **72 hours** of his/her receipt of the initial report. He/she shall also keep the victim(s) informed of the status of the case.

The unit shall maintain statistics and information of all reported hate crime incidents. The Organize Crime Unit Analyst is responsible for this function. The unit supervisor shall coordinate annual training relating to Bias-Motivated crimes.

5.05 Civil Disturbance Investigations

The Unit is responsible for the investigation of persons and/or groups that are involved in or are suspected of being involved in **criminal activity**. In the area of civil disturbances the focus is on criminal acts that disrupt the orderly and daily functions of local, state, or federal government, and/or threatens the safety and welfare of the public. The Unit does not collect information of a religious, political, or sexual nature unless it is directly related to criminal activity. Information is not collected on individuals, groups, or associations that are not known or suspected to be engaged in criminal activity. Refer to Operations Pamphlet 6 **Guidelines for Criminal Investigations Involving First Amendment Activities, which is reviewed and updated every January.** Also, the department follows Federal Guideline 29 CFR, Part 23 (Criminal Intelligence Systems Operating Guidelines).

The Unit:

- A. Monitors and reports on groups that are involved in or suspected of being involved in **criminal activity**:
 - 1. Criminal investigations will only be conducted if there is reasonable suspicion to believe that persons are:
 - a. Planning, promoting or engaging in criminal activity, or
 - b. Have previously planned, promoted or engaged in criminal activity in similar circumstances, and
 - c. The activities to be investigated are relevant to the criminal investigation.
 - d. No criminal investigation shall be conducted without prior approval of a SID commander.
 - 2. Collecting Open Source Information:
 - a. Reading fliers, newspapers, etc.
 - b. Calling information numbers (phone).
 - c. Attending announced civil disturbance training sessions.
 - 3. Rules of Conduct for Personnel:
 - a. Officers shall not become actively involved in the planning of criminal activity (i.e., offering suggestions).
 - b. Use unlawful techniques to obtain information
 - c. Initiate, propose or suggest a plan to commit criminal acts.

- d. Officers shall not enter or participate in any demonstration, rally, march or protest that is not suspected of planning, promoting or engaging in criminal activity.
 - 4. Recording (videotaping/photographs) restricted to law enforcement purposes only and include:
 - a. Evidence that is reasonably likely to be used in administrative, civil or criminal proceedings or litigation.
 - b. Evidence related to allegations against members of the Department.
 - c. For traffic and crowd management training.
 - d. A SID commander will approve all recording activity before the event occurs.
- B. Disseminates information to affected Field Operations Division(s) and the Specialized Response Division reference:
 - 1. Type of civil disturbance planned, size, date, time, location, and person(s)/group(s) involved.
 - 2. Potential for violence (not always known).
- C. Coordinates investigations with affected Operations Division(s). Note – the response to a civil disturbance is the responsibility of the Specialized Response Division and the Operations Division(s) affected. If requested, SID will assist in this process.

5.06 Municipal Investigations

The Organized Crime Unit is primarily responsible for the investigation of alleged or suspected criminal misconduct by municipal employees involving City of Tucson property, material, money, and/or services, also the investigation of significant criminal cases perpetrated against the City of Tucson. EXCEPTION –alleged or suspected criminal misconduct by Police Department employees is handled by the Office of Professional Standards, unless SID is directed to do so by the Chief of Police.

- A. Notification.
 - 1. Reports of this nature are often forwarded to the Police Department from anonymous and/or confidential sources. The SID member receiving the report shall notify his/her supervisor as soon as practicable. The supervisor shall notify the SID commander as soon as practicable.
 - 2. The SID Commander is responsible for notifying the Investigative Services Bureau Assistant Chief of Police and the Police Chief of the allegations and subsequent investigative findings.
 - 3. The Chain-of-Command shall determine whether or not to immediately inform the suspected employee's chain-of-command. If notification potentially compromises the investigation, notification may be delayed until the appropriate opportunity.
 - 4. Notification is not necessary in those instances where the report is made by the chain-of-command of the suspected employee.
 - 5. In all cases, the suspected employee's chain-of-command shall be informed of the final disposition of the investigation. In most instances the SID Commander handles this notification. Only that

information that is authorized by applicable laws and Department procedures will be released.

6. Significant criminal cases shall be handled according to normal police procedures.

B. Assignment Criteria

For assignment purposes, municipal investigations are classified into two categories:

1. PRIMARY

- A. Danger to employees, community, threats of violence, terrorism, criminal conduct.
- B. Theft, non-violent issues occurring in the workplace
- C. Significant damage to facility, public disorder, health risk(s)
- D. Public embarrassment, high profile individuals involved
- E. Circumstances requiring undercover or extensive intelligence resources
- F. Request from Chief of Police or City Director for investigation

2. SECONDARY

- A. Employee issues, potential non-violent disruption in the workplace
- B. Off-site issues contributing to disruption or causing issues in the work environment
- C. Administrative concerns, problem employees
- D. Circumstances where alternative resolutions may be sought such as EAP / referrals.

SID or the primary referral division would investigate referrals categorized as primary. Referrals falling within the description of secondary would be referred back to the requesting department or a more appropriate police resource for a patrol or alternative investigative purpose.

C. Documentation.

1. The investigator shall initiate a "confidential" Multi-Purpose Police Report at the time that the investigation is assigned to him/her. The report will normally be classified "Miscellaneous/Public".
2. The original case report shall be filed with the Records Section. All other official reports (i.e., supplements, statements, etc.) shall be kept with the SID investigative package until the final disposition of the investigation. At that time these additional reports will also be filed with the Records Section and entered into the Record Management System.
3. The investigation shall be thoroughly conducted in a timely manner and the investigator's chain of command shall be kept informed of the findings.
4. At the conclusion of the investigation the investigator shall present the package to his/her chain-of-command for review. If appropriate, the package shall also be presented to an independent authority (i.e., City Prosecutor's Office, County Attorney's Office, etc.) for review.

5.07 Threatening Letters

Occasionally, the Organized Crime Unit receives letters that are written by persons of questionable mental stability. These letters are often directed at public officials and, at times, are written in a threatening manner. Specific threats will be handled as a criminal investigation. Absent an obvious threat, Unit members will follow General Orders, Mentally ILL Persons, in an attempt to determine whether or not the person needs mental health care.

In an attempt to assess the future negative impact that a particular individual might present, the Detail shall maintain the letters and may have the letters reviewed by an appropriate mental health professional.

5.08 Right Wing/Constitutionalist Investigations

The Organized Crime Unit is responsible for the follow-up (or initiating) investigations of Right Wing Groups/Constitutionalists that engage in criminal behavior.

Operational Guidelines.

- A. The Organized Crime Unit will proactively work all criminal activity associated with these groups. In the area of "Right Wing Groups" or "Sovereign Constitutionalists," the focus is on criminal acts that disrupt the orderly and daily functions of local, state, or the federal government and/or threatens the safety and welfare of the public.
- B. The Unit will function in the same fashion as mentioned in: "6.05 Civil Disturbance Investigations, A and B."

5.09 Arson Investigations

The Tucson Police Department Arson detectives and the Tucson Fire Department fire investigators respond to and jointly investigate incidents determined to be arson or fires involving death or serious injury. The scope of that response and the subsequent investigation will depend on the circumstances surrounding each incident.

- a. The Organized Crime Supervisor will be called immediately on fire related deaths or serious injury cases.
- b. Major property loss fires.
- c. Fires involving suspect in-custody, known suspect or eyewitnesses.
- d. High profile fires (i.e. schools, hospitals, government buildings, churches etc.).
- e. Vehicle fires with a suspect in-custody or suspect identification known or eyewitnesses.
- f. Anytime a TFD Fire Investigator requests a TPD Detective.

5.10 Gun Investigations

The Organized Crime Unit is responsible for the investigation of illegal guns and those individuals possessing them. These investigations will concentrate on prohibited possessors in possession of a firearm or ammunition, multiple purchasers who do not have a dealers license, any illegal alien in possession of a firearm, and criminal

conspiracy cases involving the purchase or distribution of guns. The Organized Crime Unit will work closely with the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF). The ATF trace form will be a source of information and this unit will evaluate the information obtained from these forms.

5.11 Murder for Hire Investigations

The Organized Crime Unit is responsible for Murder for Hire Investigations. The Organized Crime Unit supervisor will determine if an undercover officer is needed to complete the investigation. If so, an officer from the Street Crime Interdiction Unit will assist with the investigation under the supervision of the Organized Crime Unit supervisor (or designee).

5.12 Intelligence

The Organized Crime unit collects, evaluates and disseminates timely intelligence information (**in compliance with “SID Intelligence File Guidelines”**) detailing current trends, problem areas, and possible solutions to affected departmental personnel and units. The Organized Crime Unit also shares information and coordinates efforts with other law enforcement agencies with the need and right to know. The Organized Crime Unit Intel officer is responsible for maintaining a record of complaints received that lists origin of the complaints, how the complaints were processed and final disposition of the investigations. The Organized Crime Unit Supervisor is responsible for providing a monthly activity report to the SID Commander. Operations Pamphlet – 3 titled “Criminal Intelligence Guidelines” govern the agency’s policy and guidelines regarding the use, storage and purging of intelligence information.

5.13 Dignitary Protection Assignments

All dignitary protection details require the approval of the Chief of Police. **The commander of the Special Response Division is responsible for coordinating the resources necessary to affect a dignitary protection detail.**

- A. The SRD commander or designee is responsible for preparing an operations and after-action plan. The operations plan should cover at a minimum:
 - a. Equipment requirements, to include considerations of vehicles, body armor for VIP's and security officers, and weapons for officers.
 - b. Instructions for planning and reconnoitering travel and alternative routes.
 - c. Coordination with other agencies to include communication interoperability systems.
 - d. Advance inspections and intelligence gathering
 - e. In large dignitary protection details, it may become necessary to designate a form of identification for the participants. The Dignitary Protection supervisor will consider such things as lapel pins and vehicle markers.

- B. A SID supervisor, normally the Organized Crime Unit Sergeant, shall participate in dignitary protection assignments when SID personnel are involved. The SID supervisor will be responsible for completing a tactical operations plan, supplemental to the overall SRD operations plan, which details the assignments, expectations, and limitations of SID personnel. All personnel shall wear a suit or attire designated by a commander. This plan shall be handled as described in section 12.0.

5.14 Forfeiture Investigations

The Organized Crime Unit is responsible for the initiation and follow-up investigations of all incidents generated by the Tucson Police Department where the seizure of assets is appropriate. Persons assigned to this function coordinate with case officers/detectives and generate a complete case file for timely submission to the prosecutor's office. This includes identifying possible claimants and determining the value of property, vehicles, currency, storage, etc. The following tasks are also the responsibility of personnel assigned to these investigations:

- A. Maintain a comprehensive database to catalog and track the disposition of all assets seized.
- B. Audit of financial documents and related courtroom testimony.
- C. Attend advanced training and conduct asset forfeiture training for department members.
- D. Coordinate with the Evidence Section regarding the disposal of awarded property and the return of non-awarded property.
- E. Coordinate with the TPD Budget Section and other Federal, State, and City agencies regarding the deposit and distribution of currency with City Collections and the Clerk of the Superior Court.
- F. Coordinate with the TPD Administrative Resources Section regarding the disposal of awarded vehicles.

6.0 STREET CRIME INTERDICTION UNIT

The Special Investigations Division Street Crime Interdiction Unit provides undercover officers for many different agency needs. The focus of this squad is to supply undercover resources to infiltrate criminal activities that are related to Violent and Gun crimes. While the focus of this unit is not specifically narcotics and dangerous drugs, the nexus of narcotics and dangerous drugs too violent and property crimes are ever evident. Any long-term narcotic investigation shall be assigned to the Counter Narcotics Alliance unless prior approval from the Division Commander or designee.

The squad will also focus on providing undercover resources to assist Organized Crime, Intelligence, Gang and GTAC Units with Domestic and Foreign Terrorist Threat Assessments, Civil Disturbance Threat Assessments, Organized Crime Investigations, Hate Crimes Investigations, Gang Investigations, Prison Gangs, Murder for Hire

Investigations, and other concerns of the Special Investigations Division. The Operations Supervisor is responsible for maintaining a record of complaints received that lists origin of the complaints, how the complaints were processed and final disposition of the investigations. The Operations Supervisor is responsible for providing a monthly activity report to the SID commander.

6.01 General Responsibilities

The following Policies pertain to all personnel of the Special Investigations Division who become involved in undercover operations.

Undercover operations entail considerable risk to police officers. In order to ensure officer safety and proper case development, the following guidelines regarding preparation and planning shall be adhered to:

- A. Officers shall not meet with individuals in an undercover capacity without the knowledge and consent of a supervisor. The purpose and intent of the operation shall be discussed with the detail supervisor.
- B. Determine Logistical Needs:
 - 1. Staffing - the supervisor will assess each case to determine if special tactics or the utilization of a special weapons team will be needed.
 - 2. Equipment:
 - a. Communications
 - b. Body transmitter
 - c. Air support
 - d. Pagers
 - e. Cameras
 - f. Vehicles
 - g. Other equipment
 - 3. A tactical plan shall be prepared for each operation using the following guidelines:
 - a. Discuss the scenario the undercover officer will utilize.
 - b. Designate a Case Agent.
 - c. If time permits, prepare a case history on the violators involved.
 - d. Determine the suspect's violence potential and propensity for being armed and using weapons.
 - e. Determine if the suspect has counter surveillance present or if a scanner is being used.
 - f. Select a safe location for meeting with a suspect.
 - g. Maps, diagrams and address.
 - h. Contingency plans, i.e. agent rescue.
 - 4. A written plan will be prepared prior to each operation including the following as a minimum:
 - a. Suspect descriptions
 - 1. clothing
 - 2. physical
 - 3. vehicles
 - b. Undercover vehicle.

- c. Clothing description of undercover officer and confidential informant, if involved.
 - d. Arrest and trouble signals (visual and audible).
 - e. List of all officers involved, including their assignments, vehicles and equipment responsibilities.
 - f. Radio frequencies to be used.
 - g. Copies of the briefing sheets/forms will be distributed to all involved officers.
 - 5. Uniformed officers shall be present in pre-planned operations in which arrests are anticipated. Plainclothes officers shall wear raid vests clearly identifying them as police officers. The contents of General Orders concerning Raids and other Tactical Operations shall be reviewed and applied when appropriate.
 - 6. Primary and alternate radio frequencies shall be designated. The Communications Division will be notified of operations before they occur. The Communications supervisor will be provided with the location, personnel involved, and type of operation to be conducted (buy-bust, search warrant with SWAT, etc.). Prior to arrests being made, the frequency will be closed to all other radio traffic (if using the primary channel).
 - 7. The RISSAFE Hotline shall be called to determine if other agencies are involved with the target, and the event shall be entered in the RISSAFE system.
 - 8. Before initiating the operation, a complete briefing shall be conducted covering all aspects of the plan.
- C. The primary concern of any investigation or operation is officer safety, not the arrest of a suspect. A case shall be terminated if it is contingent on the undercover officer consuming or simulating consumption of a controlled substance. Refer to Procedure 7.04 for life threatening situations. (Revised 10/21/02).
- 1. The officer shall be transported to a medical facility.
 - c.
 - 2. The incident shall be reported through the chain of command.
- D. Danger signs (indications of possible robbery, assault or "rip-off"):
- 1. Suspect's eagerness.
 - 2. Prices of the contraband are inconsistent with the street value.
 - 3. Suspect's pre-occupation with the money or weapons.
 - 4. Last minute changes in the transaction by the suspect.
 - 5. Unknown or unseen associates of the suspect suddenly becoming a part of the operation.
 - 6. The suspect's obvious inability to carry out the transaction.
 - 7. The quality of the sample is poor or the quantity is less than what was agreed upon.
 - 8. Suspect refuses or fails to supply a sample of the contraband and/or suspect sells instead of giving a sample (applies to large quantity sales).
- E. Officers shall not allow informants to control an operation.

officers duty responsibilities.

- B. If possible, the law enforcement agency in whose jurisdiction the operation is taking place shall be notified prior to warrant service.
- C. When arrests or raids are being planned, the contents of TPD General Orders concerning raids and other tactical operations shall be reviewed and followed, when appropriate. All arrests or raids shall be accomplished with the use of an operational plan. This operational plan should, if possible, include:
 - 1. Identity and photograph of the informant, if applicable.
 - 2. Identities and photographs of all suspects and associates that have been encountered in the investigation.
 - 3. Any information concerning places and locations, which will be encountered in the investigation.
 - 4. Identification and description of all suspect vehicles, which may be encountered.
 - 5. Potential for violence of any suspect, any weapons, dogs or other dangers, which may be encountered by investigative personnel.
 - 6. Arrest or duress signals, both verbal and visual.
 - 7. Emergency contingency plans.
 - 8. Determination of the need for specialized personnel and equipment, which includes but is not limited to the following:
 - a. S.W.A.T.;
 - b. Crime Lab personnel (latent print examiners and other technicians to assist at illicit laboratories);
 - c. Hazardous Materials Personnel (to identify and assist with hazardous chemicals at illicit laboratories);
 - d. Explosive Disposal Personnel (to locate and take disposition of explosive devices);
 - e. Child Protective Services;
 - f. Fire Department;
 - g. Animal Control Officers;
 - h. Canine Units;
 - i. Aircraft;
 - j. Legal;
 - k. Ambulances or tow trucks.
- D. It is the supervisor's responsibility to insure that arrest and search warrants are served by an adequate number of officers to ensure safety. A uniformed officer(s) shall accompany the arrest and/or search team. Exceptions to this procedure will require prior authorization by the Division Commander.
- E. Plainclothes officers shall wear assigned raid apparel, which clearly represents them as police officers when serving arrest and search warrants.
- F. Absent approval by an SID supervisor, protective body armor shall be worn by each officer when serving arrest and search warrants or when confronting an arrest situation, which is pre-planned. Officers not having protective body armor shall not participate in the operation.

- G. Face masks, hoods, et cetera, shall not be worn by officers during the service of a warrant. Primary arrest team members shall not wear masks, hoods, etc. during the actual arrest process. After the premises have been secured, masks may be worn provided that at least one uniformed officer is present. Masked personnel in these circumstances shall still be required to wear clothing (vests, windbreakers, etc.) which clearly identify them as police officers.
- H. All arrests or raids shall be preceded by an operational briefing. The briefing shall include a review of the operational plan format, the assignment of personnel to investigative tasks, and an introduction of all personnel to each other.
- I. The RISSAFE Hotline shall be called to determine if other agencies are involved with the target. The RISSAFE system shall also be utilized.
- J. Assignments will be made as follows:
 - 1. Entry Team - Conducts the entry into the structure, controls occupants, and arrests suspects.
 - 2. Warrant Affiant:
 - a. Writes the warrant and affidavit and ensures the Detective for the issuing authority signs both.
 - b. Or designee files the Inventory, Affidavit and Search Warrant Return forms with the issuing authority within five days after the service.
 - 3. Finder:
 - a. Locates evidentiary items
 - b. Seals and marks the evidence, initially;
 - c. Submits the evidence for analysis or storage pending the trial
 - d. Testifies regarding evidence location.
 - 4. Recorder:
 - a. Logs the evidence seized (location and time)
 - b. Leaves a copy of the warrant and inventory of the items seized at the warrant site.
 - 5. Photographer: (may be agent or ID Tech.) Shall either videotape or photograph the following:
 - a. Suspects at the scene or a police facility;
 - b. The evidence as located;
 - c. The interior and exterior;
 - d. Property damage for claim purposes;
 - e. The point of entry at the warrant site, if damaged.
 - 6. Interviewer:
 - a. Explains the charges to the suspect(s)
 - b. Obtains initial statements from the suspect(s)
 - c. Assists in securing the suspects at the scene.
 - 7. Interior security:
 - a. Guards the suspects
 - b. Assists the interviewer.
 - 8. Perimeter security:
 - a. Pursues subjects fleeing from the scene, unless directed otherwise;

- b. Controls access to the scene;
 - c. Maintains security of the police vehicles
 - d. Remains outside and does not enter the structure.
- 9. Door security - controls direct access to the structure after entry.
- K. A radio frequency (preferably with a dispatcher) shall be designated for use during warrant service. The dispatcher shall be advised of the location by telephone before execution. The supervisor shall advise the dispatcher when the warrant is being served and will normally request the frequency be closed until the situation of Code 4. If a warrant is to be served outside the city limits, the law enforcement agency having jurisdiction over the location shall be notified. TPD communications shall still be notified when personnel are serving a warrant outside of the city limits.
- L. A supervisor or designee shall advise all affected agencies when the situation is considered Code 4.
- M. A debriefing shall be conducted by the supervisor as near to the conclusion of the operation as possible to determine positive and negative aspects for application to future operations. All personnel are encouraged to be candid during these sessions.

6.03 Alcoholic Beverages

- A. Members are prohibited from consuming alcoholic beverages while on duty or when driving a department vehicle except when the consumption of alcoholic beverages is directly related to and essential for the furtherance of an investigation.
- B. Supervisors are responsible for determining when alcohol consumption is essential to an investigation. Officers shall not consume alcoholic beverages while on duty or when driving a department vehicle without the approval of a supervisor. Supervisors shall not consume alcohol without the approval of a commander. Supervisors are responsible for ensuring that their subordinates are in strict compliance with this rule and monitoring the subordinate for signs of impairment. If a member exhibits signs of impairment the supervisor shall not permit the subordinate to drive and shall arrange transportation for the subordinate.
- C. Members shall exercise extreme caution and good judgement when consuming alcoholic beverages. Members are not exempt from statutory restrictions related to alcohol consumption and operation of motor vehicles.
- D. When acting as a "cover agent," members shall not consume alcoholic beverages. The mission of a cover agent is ensuring the safety of the undercover officer. Alcohol consumption is counterproductive to this mission.

- E. Members who consume alcoholic beverages during an investigation shall not be assigned to an arrest team at the culmination of the operation.
- F. If alcoholic beverages are purchased, the quantity of beverages purchased as well as the quantity consumed shall be recorded on the reverse side of the weekly expense report (example: 4 purchased/1 consumed).

6.04 Simulation of Drug Use

- A. If an undercover officer is placed in a life-threatening situation in which a controlled substance must be consumed, the following shall occur:
 - 1. The officer will immediately be transported to the nearest emergency medical facility.
 - 1. A supervisor and commander shall be notified immediately.
 - 2. The involved officer shall document the details of the incident in writing. In the event the officer is unable to do this, the case supervisor shall complete the report.
 - 3. A Special Investigations Division commander shall be notified as soon as practical.
- B. There shall be no simulation of drug use by any member of the Special Investigations Division or any member working in conjunction with the division except in a life-threatening situation. In the event of a simulation the following shall occur:
 - 1. A supervisor and commander shall be notified immediately.
 - 2. The officer will immediately be scheduled for a drug test.
 - 3. The involved officer shall thoroughly document the details of the incident in writing.
 - 4. The Special Investigations Division commander shall be notified as soon as practical.

6.05 Drug Testing

U/C officers, working in an undercover capacity, frequently investigate cases that contain a nexus to narcotics and dangerous drugs. To ensure the integrity of the Street Crimes Interdiction Unit, and to protect it's personnel from false allegations of inappropriate behavior regarding drug use, U/C officers, working in an undercover capacity, will be subject to a random drug screening, once a year.

6.06 Informants

SID personnel shall comply with Tucson Police Department Operations Pamphlet #2 – Informant Procedures. The Procedures and the authorized Confidential Informant sign-up forms are located on the Share Drive in the SID folder. A computer format and a handwritten format are available.

6.07 SID Supervisor/Commander's Authorization

No undercover operation or investigation is authorized until a SID supervisor or commander

approves it. This does not limit SID personnel from conducting their routine responsibilities of associating with the criminal element and frequenting locations of criminal activity for the purpose of gathering intelligence or verbal evidence. Such routine activity will only be conducted when personnel are on duty. SID personnel shall not frequent establishments that are the focus of an SID investigation while they are off duty. SID personnel shall not associate with individuals who are worked by SID while off duty. When a chance meeting occurs that requires SID personnel to interact with an individual, in order to maintain the role they have entered, the SID personnel shall inform his or her supervisor of the encounter and activities undertaken immediately upon conclusion of the meeting.

Tactical operations (undercover or surveillance), undercover transactions, serving of arrest and search warrants, or deployment of a "ruse" shall not be undertaken without the authorization of an SID supervisor or commander. It is expected that SID supervision will participate in and direct such operations.

6.08 SID Residence - Undercover Premises Use Policy

A. Purpose:

There are instances where undercover units within SID either rent or are provided by landlords a premise to be used for a specific operation related to covert activities. Some examples of such premises are:

1. A business front for covert activities
2. A house as a front for covert activities
3. An apartment or house to be used for either surveillance or as cover during an activity
4. Any other premise including motor homes or trailers to be used by undercover officers to further covert cases.

The purpose of this policy is to establish policies governing the use of such properties because of the potential for abuse and in order to adequately provide safety for the officers involved and the property used as props for covert operations.

B. Use:

The use of any such properties or premises is limited to legitimate undercover investigations by members of Tucson Police Special Investigations personnel. If other agencies are to participate, approval must first be obtained from a **Commander** within Special Investigations.

C. Prohibited Activities:

No Law Enforcement personnel will go to the location without the permission and knowledge of a Special Investigations supervisor. The location shall not be used for parties not related to the investigation, social gatherings not related to the investigation and **no civilians will be brought to the location for any reason unless that civilian is a direct part of the investigation.** Personal dates, meetings, gatherings or other uses not related to the investigation are prohibited.

D. Confidentiality:

Use of front or undercover premises requires strict confidentiality. The location, purpose and plans for use are not to be given to anyone except

police personnel and then only to someone who has the need to know. Marked patrol cars and uniformed officers would compromise the use of the premise and should be avoided unless there is an emergency.

A cover story that makes common sense should be planned to insure that neighbors and other factions that see the undercover officers coming and going would not become suspicious. Care must be taken to see that a neighbor or passers by do not see items such as holsters or other police equipment. Arrests or contacts with criminals should take place away from the residence if they are planned into the scenario.

E. Security:

Doors, windows and window coverings will be locked and in place when the premises is not in use. Props used for the location must be used only with supervisor approval and accounting for the props will be done prior to actual use. No props are to be removed from the location without supervisor approval and should a prop be stolen or damaged, a supervisor will be notified as soon as is practical. The Special Investigations supervisor will maintain keys to the location. Other keys may be made for the investigating officers with supervisor approval. Before and after use, personnel will insure by inspection that nothing has changed since the last time the premise was used. Thefts, damage and other crimes done to the premises shall be reported to a Special Investigations Supervisor immediately.

F. Officer Safety:

Supervisors are responsible for the planned activity in premises used for covert operations. At least an overall operational plan is to be used with guidelines, goals and safety measures addressed up front. Common sense says that use of front premises takes away from the planning process options in many cases, however, cover officers, planned signals and electronic devices for monitoring should be used when appropriate to maintain officer safety. When officers leave the premises to go home or return to the HIDTA office, caution should be taken to insure no one from the premises is following the officer.

G. Evidence and Contraband:

Items such as stolen property and narcotics purchased by Special Investigations personnel will not be left in the location any longer than the time necessary to get the item into police evidence. **The undercover officer shall notify a Special Investigations supervisor upon making a purchase of any narcotic, drug or stolen property.** Any exception to immediately placing evidence into the Tucson Police Evidence Section shall have prior approval by a supervisor from Special Investigations. Officers will **not furnish weapons or narcotics** in furtherance of a covert investigation.

6.09 Drug and Precursor Chemical Reversals

Members shall not give away or sell narcotics, a controlled substance, or a precursor chemical to anyone unless the transaction is in compliance with the current Pima County Attorney guidelines and a Commander of the Special Investigations Division has approved the transaction. The case supervisor is responsible for ensuring that these procedures are followed.

6.10 Undercover Dress Standards

Unless expressly authorized by a supervisor all on duty undercover officers shall be dressed in attire that would be appropriate for the utilization of necessary operational work in the field. This attire should allow for the carrying of operational equipment i.e. firearm, handcuffs, etc. Additionally this attire should be suitable protection from hazards that officers may encounter when dealing with suspects, processing crime scenes, etc.

The wearing of shorts are acceptable for office work and any other types of work related functions not requiring professional exposure i.e. County Attorney interviews, court, etc.

A. Prohibited attire

The following attire is prohibited for undercover officer wear:

1. Sandals
2. Flip-flops
3. Open toes shoes
4. Work out apparel
5. Any other type of dress that would constitute a potential safety hazard.

6.11 Training

Training is essential to the development of new officers assigned to the Street Crimes Interdiction Unit. The training program for new officers will be a standardized process consisting of three major components.

1. **SID Undercover Training Manual-** The officer in training will be responsible for reading and demonstrating a sound working knowledge of the operating procedures of the unit.
2. **Role Playing Practical Exercises-** The training officer will provide the officer the opportunity to participate in controlled practical exercises where the officer has the opportunity to demonstrate proficiency in covert operations.
3. **Undercover Operations-** The officer in training will conduct undercover buys while accompanied by a training officer. The officer will be required to conduct at least one solo undercover buy during this training component.

During the training phase, the training officer will review and discuss each section of the manual with the trainee. The training officer will complete the training checklist as the officer progresses in the program. The training program is intended to develop the knowledge and skill sets of new officers assigned to the unit. Any officer that does not demonstrate the ability to safely operate in covert operations will be subject to a Chain of Command Review for possible reassignment from the unit.

7.0 HOME INVASION UNIT

7.01 General Responsibilities

The Home Invasion Unit will be the primary investigative unit for all home invasions that do not involve homicide, obvious sexual motivation, or a domestic violence nexus. In the case of a home invasion with a homicide, the Homicide Unit will be the primary unit, and the Home Invasion Unit may respond to assist by providing and to collect timely information to guide ongoing investigative efforts. In the case of a home invasion with an obvious sexual motive, the Adult Sexual Assault/Child Sexual Assault/SORT unit will respond as the primary investigative unit.

7.02 Kidnapping

The Home Invasion Unit will be the primary investigative unit for Adult kidnappings that do not have a Domestic Violence or Sex-Crime nexus. In those instances, the DV and/or ASA/CSA/SORT units will respond as the primary investigative unit. INFO KIDNAPPING.

7.03 Missing Adult Investigations (aged 18 and over)

The Home Invasion Unit will be the primary unit responsible for investigating missing adult cases. This includes all missing persons who are aged 18 or over.

8.0 GANG INVESTIGATIONS UNIT

8.01 General Responsibilities

The Gang Investigations Unit is responsible for the investigation and preparation of cases for prosecution related to criminal street gang, prison gang, and outlaw motorcycle gang activity. Criminal gang activity includes traditional part 1 & 2 crime and will provide investigative support to other investigative details that require the expertise of a gang detective. The unit will prepare for prosecution conspiracy and criminal syndicate cases when the facts of an investigation warrant a complex criminal investigation. A complex criminal investigation for purposes of this section is simply to include conspiracy and criminal syndicate investigations. The unit will provide training to the public and police officers on gang crime trends and criminal gang intelligence. The unit collects, evaluates and disseminates timely intelligence information (**In compliance with SID Intelligence files guidelines**) detailing current trends, problem areas and possible solutions to affect

the departmental personnel and units. The unit also shares information and coordinates efforts with other law enforcement agencies with a need and "right to know" basis.

8.02 Definition-Gang Related Incident

An incident shall be considered gang related when one or more of the following criteria are met, as defined by the National Drug Intelligence Center:

- A. When an incident occurs, wherein the participants, suspects or victims are identified as gang members or affiliates
- B. When law enforcement or reliable informant identifies an incident as gang activity
- C. When an informant of previous untested reliability identifies an incident as gang activity and it is corroborated by other attendant circumstances or independent information
- D. When an incident does not necessarily fit the above criteria, but the conduct is consistent with street gang activity, it shall be considered gang related. Indicators of street gang involvement may be based on the suspects' description, method of operation, or other evidence that reasonably indicates that gang members were involved in the incident.

8.03 Gang Criminal Investigations

The Gang Investigations Unit has primary investigative responsibility for cases involving a suspect or victim that is suspected of being a member of a prison, street, or outlaw motorcycle gang. These include:

- A. Gang related Homicides
- B. Gang related Aggravated Assaults
- C. Prohibited Possessor cases where the suspect is a gang member
- D. Robberies where a gang member is involved
- E. Other serious gang-related crimes except:
 - 1. Officer involved shooting where a gang member is involved (handled by Homicide)
 - 2. Dependent child deaths (handled by DCU)
 - 3. Burglary (handled by BTF)
 - 4. Child Sexual Assault (handled by Child Sexual Assault Unit)
 - 5. Adult Sexual Assault (handled by Adult Sexual Assault Unit)
- F. The Gang Unit also may respond when information is received reference:
 - 1. A planned drive-by shooting
 - 2. A retaliation assault
 - 3. Possible gang violence, which is to occur at a particular time and/or location in the future

8.04 Conspiracy Investigations

These investigations will normally be conducted when a criminal act is committed when an agreement has been made by at least two persons and an overt act has been performed to further that agreement. The agreement can be inferred by the acts of co-conspirators and/or by suspect with witness statements.

8.05 Criminal Syndicate Investigations

- A. Some conspiracy or criminal syndicate investigations will be recognized after pattern crime or suspects are detected. The initiation of this type of investigation will be brought to the immediate attention of the unit supervisor. If a confidential informant is used, a confidential case will be initiated. These will be done after the informant is approved by the Pima County Attorney's Office and is signed up as a confidential informant as provided in the SID manual.
- B. Conspiracy cases will be limited to core members of a gang set in effort to effectively manage an investigation. The Pima County Attorney's Office will be involved at the start of these investigations.
- C. Spin-off cases will normally be dealt with after the termination of the primary case. Unless the severity of the offense or eminent danger is evident by delay of the investigation.
- D. Special needs in an investigation, such as undercover operations will be handled by the SID Operations Unit unless another unit is better suited to handle the operation.

8.06 Education

- A. The Gang Investigations Unit will provide annual training and presentations to the general public. The detail will provide this training to parents, educators, business persons and the members of the community who need to recognize gang crime and trends. This concept is to further a partnership with the community.
- B. The detail will provide law enforcement training to educate members of the Tucson Police Department and other agencies upon request.

9.0 GANG TACTICAL UNIT (GTAC)

9.01 General Responsibilities

The Gang Tactical Unit is the enforcement arm of the gang interdiction effort. This unit responds to areas that are experiencing specific problems with gang activity. Officers assigned to GTAC will address criminal activity and community issues involving gang members in the City of Tucson and surrounding metropolitan areas. Areas of concern addressed by GTAC include but are not limited to:

- A. Drug activity involving gangs/gang members
- B. Threats and intimidation of witnesses/victims in gang crimes

- C. Identifying and documenting gangs and gang members
- D. Apprehension of suspects in gang related crimes
- E. Monitoring and abating gang hangouts and crash pads/flop houses
- F. Developing gang information and intelligence, conducting threat assessments involving gang activities
- G. Closely monitoring repeat offenders claiming gang affiliation
- H. Suppression of gang activity in high crime areas
- I. Education and training of department members on gang issues and trends
- J. Provide resource assistance to officers conducting gang investigations
- K. Liaison with other agencies on gang activity
- L. Identify and arrest any gang members or affiliates engaging in criminal activity
- M. Conduct patrols, deployments and interdiction efforts in support of Operation Stonegarden
- N. Conduct surveillance operations
- O. Monitor venues, gatherings and events likely to attract gang members and associates

9.02 Unit Structure

The Gang Tactical Unit is comprised of two squads, generally providing 7 day per week coverage. Each squad is assigned 1 sergeant, 1 LPO and 4 officers for a total compliment of 12 personnel. All personnel assigned serve at the pleasure of the SID/GIS chain of command, and are subject to Departmental rotation requirements as determined by Human Resources, with the exception of 1 LPO position, designated as permanent. The senior/administrative LPO is responsible for procurement, allocation and maintenance of unit equipment and vehicles. The senior/administrative LPO is a liaison with AZGIA, and will serve as the primary gang instructor for the Gang Interdiction Section. Other responsibilities of this position include training of unit personnel, assistance with grant management, liaison with AZDOC, Pima County Probation, Pima County Sheriff's Office, TOPD, STPD, Marana PD, OVPD, Phoenix PD/valley agencies and UAPD related to gang issues. This officer serves at the discretion of the Division and Section Commanders and will be assigned to one of the unit sergeants for detail assignment.

9.03 GTAC Dress Standards

Officers in the Gang Tactical Unit are authorized to wear a Class “C” uniform which is the 5.11 Black Tactical Dress Uniform in a “Rip stop” 65/35 blend material with a sewn on badge and name tag. The shirt should be tucked in, shall be tapered to fit properly and the long sleeves may be rolled up. This uniform shall be the uniform of the day for all operations in the field. The blousing straps on the pants should already be removed when the officers get them, if not they are to be cut off. The pants are never to be bloused and only those boots authorized by the department can be worn.

Each officer has a tactical vest assigned to him or her to be worn over the Class “C” uniform. These vests are level 3 soft body armor vests and have an additional impact plate in front to reduce potential trauma.

The Class “C” uniform cannot be worn during public presentations. Officers shall wear the Class “B” or “A” uniform depending on the type of presentation and the “GTAC” pin will be worn on the left pocket flap.

During surveillance operations officers shall wear a plain black T-shirt with the uniform pants and will have their uniform shirts with them in case they have to be pulled from the surveillance for another field operation. Officers involved in surveillance operations shall have their tactical vest available to place over the black T-shirt, which should look professional. “Under Armor” type shirts can only be worn under the uniform shirt or under a plain black T-shirt when the officers are conducting surveillance.

Officers may carry some equipment on the tactical vest. Per General Orders officers are expected to carry their handgun, additional ammo (2 magazines min), ASP or baton, pepper spray, flashlight, handcuffs, handcuff key and any other equipment necessary to carry out their assignment.

Some officers have specialized equipment (Flex Baton, Pepper ball, Long Rifle, and Taser) and they should have the equipment readily available in the field.

9.04 Tactical Considerations

GTAC personnel are required to follow the standards of conduct outlined in General Orders in the execution of their duties. They will generate tactical plans, brief preplanned operations and obtain the appropriate level of approval for operations. The use of SWAT and other support units will be considered for high-risk operations when appropriate.

10.0 GANG OUTREACH UNIT

10.01 As of FY 2013, GOU responsibilities will fall under the Field Services Bureau. The first sergeants will be responsible for gang outreach education in their respective division.

11.0 PROPERTY INVENTORY

11.01 Specialized Equipment

The Division maintains an extensive inventory of specialized equipment. Although each Division member is responsible for the proper use and security of this equipment, certain personnel have been specifically designated as Specialized Equipment Custodians.

- A. Specialized Equipment Custodian Responsibilities include:
 - 1. Maintaining strict control of SID's specialized equipment by ensuring that each item is used in its intended manner, is properly maintained, and is safely stored.
 - 2. Performing minor repairs, cleaning, and maintenance; coordinating outside major repairs; researching and evaluating new or updated specialized equipment; coordinating the purchase of new equipment; and instructing on the use and care of the specialized equipment.
- B. Use of SID Specialized Equipment.
 - 1. Specialized equipment shall be stored in the SID locked equipment room when not in use. The only persons authorized to have a key to the storage room are the SID commanders, supervisors, and specialized equipment custodians.
 - 2. To use an item of specialized equipment authorization must be received in advance from a SID supervisor or a specialized equipment custodian. Permission will be provided after the requesting party has demonstrated proficiency in its proper use.
 - 3. When an item of specialized equipment is used the "SID Equipment Checkout Log" (see Appendix 8.00-1) shall be completed by the person authorizing its use. A form shall also be completed if the equipment is loaned to another unit or agency (e.g., CNA, MTOU, DPS, etc.). A copy of the completed form shall be given to the Operations Unit supervisor. The original shall be left in the equipment room to be completed when the equipment is returned. No equipment shall leave the equipment room without an equipment form being completed.
 - 4. Personnel using this equipment are responsible for its safekeeping while it is in their custody. If specialized equipment must be transported on commercial transportation (i.e., an airplane) a SID member shall be designated with the responsibility for its security. Ideally, this person will be a SID supervisor or a member of the cover team and not the undercover operative. Specialized equipment shall be carried on board and be kept as close as possible to the responsible person. It shall NOT be checked individually or with luggage.
 - 5. When the assignment is completed the equipment shall be returned to a specialized equipment custodian for inspection. The original SID equipment Checkout log shall be completed reflecting the return of the equipment. The form shall then be given to the Operations

Unit supervisor for filing. If all equipment listed on the form is not returned at the same time, then the original form shall remain in the equipment room and a copy indicating which items were returned shall be given to the Operations Unit supervisor.

6. Equipment that is broken or has parts missing shall not be put back in service. The custodian discovering the damage shall immediately notify a SID supervisor. The supervisor shall take the appropriate corrective action. The specialized equipment custodian shall take the steps necessary to ensure its immediate repair. When equipment is sent out for repair, an SID Equipment Checkout Log form shall be completed, listing where the equipment went and expected return date. A copy of the form shall be given to the Operations Unit supervisor.
7. Requests from other departmental units and/or outside agencies to use SID specialized equipment shall be referred to the SID commander or, if he/she is not available, to a SID supervisor for approval. If approval is granted, the requesting person shall be required to sign for the item and provide a date for its anticipated return.

11.02 Undercover Property (Props)

The Special Investigations Division maintains an inventory of property to be used in undercover operations for flash, trade and sale. The property is controlled by the SID Commander and three custodians (Street Crimes Section Supervisors) designated by the commander.

- A. Undercover Property Custodian Responsibilities
 1. Maintaining strict control of the property by ensuring each item is properly checked out and accounted for.
 2. Conducting inventories as necessary.
- B. Property Check-out and Return Procedures
 1. A SID Supervisor shall approve use of undercover property and a custodian shall be notified.
 2. A custodian shall accompany the member requesting the property to the storage room. A custodian shall permit no one in the storage room without escort.
 3. The SID Supervisor with the key to the safes shall accompany a member of the unit that has the combination to the safes. The Supervisor shall have the member checking out the property sign the **Property Control Sheet**. The member checking out the property shall be accompanied at all times by another member, at no time shall any member be allowed to check out property alone.
 4. The member shall return the property to a custodian when it is no longer needed for a case. If the property was sold the member will provide to the custodian the case number and amount received in the transaction. A copy of the Property Control Sheet shall be provided to the member for inclusion in the case file.
 5. The custodian shall re-number the property and return it to storage.

- C. Property Numbering
1. Each property item acquired by SID through grant fund purchase, forfeiture, or abandoned property shall be assigned an inventory number and documented on a control sheet. The number consists of three identifiers:
 - a. Year of acquisition
 - b. Item identifier
 - c. Item use indicator
 2. For example, item number 94-273A would indicate an item acquired in 1994, number 273, and that has been used once in a case.

11.03 Specialized Divisional Firearms

SID members shall comply with the requirements outlined in General Orders pertaining to Firearms and Other Weapons. Because the Division maintains an inventory of specialized firearms, the following procedures shall also be adhered to.

- A. SID Specialized Firearms:
1. Shotguns.
 2. Long Guns
- B. Use of SID Shotguns and Long Guns.
1. When not in use, SID Shotguns and Long Guns will be stored in the SID safe. Supervisors may issue individual weapons to SID personnel who may then store them in their vehicles or other authorized storage areas.
 2. These firearms may be used in tactical situations with the prior approval of a SID supervisor **AND** only if the member has received training **AND** has qualified with the weapon in question on a departmentally approved qualification course.
 3. The only authorized ammunition for use in Departmental or approved personally owned shotguns are Departmentally issued Polyshok ammunition. Members must have successfully completed Polyshok transition training prior to use.
 4. SID supervisors shall maintain records of SID personnel authorized to use specialized firearms. SID personnel shall receive annual training/familiarization for specialized firearms they intend to use.
- C. SID Specialized Firearms Training
1. Specialized firearms and/or firearm tactics courses for SID personnel (other than regular department training and qualification courses) shall be reviewed and approved by the Department Armorer.
 2. Specialized firearms and/or firearm tactics courses for SID personnel shall only be administered by qualified firearms instructor(s).

12.0 TACTICAL OPERATION PLANS

12.01 General Information

Tactical Operation Plans assure that appropriate planning and command notifications occur relevant to tactical activities conducted by Division personnel. It is understood that we operate in a dynamic environment and it is not always possible to have a plan in place. In those instances, personnel are expected to effectively react in a manner that complies with Department policy and that gives adequate consideration to personnel safety.

The current version of the Special Investigations Division Tactical Operation Plan in the SID folder on the share drive is the only document authorized for the creation of tactical plans within the Division.

12.02 Planning Guidelines

It is not possible to address every scenario that may require the creation of a Tactical Operation Plan. Supervisors are expected to exercise sound judgement. Generally, all operations involving the specific targeting of offenders or locations using plainclothes/UC tactics require a Tactical Operation Plan. The service of search warrants will normally require a Tactical Operation Plan. Any operation using the resources of another bureau (SWAT, FSB Officers, etc.) will generally require a Tactical Operation Plan. When conducting an operation with an outside law enforcement agency a Tactical Plan is required to ensure understanding of responsibilities and chains of command, even if it entails utilizing only one S.I.D. officer/detective/sergeant.

12.03 Tactical Operation Plan Development and Submission

Tactical Operation Plans shall be clearly written and sufficient in content to explain the nature and purpose of the operation. Tactical Operation Plans will contain information regarding adherence to high liability policies such as the vehicle pursuit policy (G.O. 2520) and use of force (G.O. 2000). A Tactical Operation Plan will cover reasonable contingencies to address unforeseen and adverse events. The plan shall clearly delineate the incident command system and responsibilities of all participants. Telephonic notification of the operation shall be made to Communications, the affected Division supervisor, and Force Commander (nighttime/weekends), prior to commencing the operation.

The Tactical Operation Plan will be submitted to the section commander prior to the operation. At times, this will not always be possible. A plan is still required pursuant to these policies, even in those instances when it is not possible to submit the plan to the commander for prior approval. The section commander will review the plan, sign it, and return it to the unit sergeant, before commencement of the operation. Upon completion of the operation the unit sergeant shall complete the after-action portion of the plan, retain the original (to file) and submit a copy to the section and Division Commander.

12.04 Firearms offered as props in an undercover operation

When a firearm is offered as a prop for sale or trade, in an undercover operation, the proper prosecutorial entity shall be consulted prior to the operation.